

28 June 1972

MEMORANDUM FOR: Director of Personnel

SUBJECT : Management of Supergrade Personnel

STATINTL REFERENCE : [ ] Management of Supergrade Personnel

In response to your request it is recommended that the Chief, Transactions and Records Branch, Control Division be instructed to include the following statement in the Remarks section on all Notifications of Personnel Action (SF 1150) affecting supergrade employees. This will ensure awareness of this fundamental aspect of Agency policy in connection with official personnel actions affecting supergrade personnel.

STATINTL

*In accordance with*  
"It is Agency policy that an employee will hold supergrade rank for such time as the Director may determine, regardless of the nature of the duties performed."

STATINTL

[ ]  
Chief, Review Staff

CONCUR: STATINTL

[ ]  
Deputy Director of Personnel  
for Plans and Control

*28 June 72*  
Date

APPROVED:

STATINTL

*By* [ ] *3 July 72*  
Director of Personnel

[ ]  
Date

ILLEGIB

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)  
Management of Supergrade Personnel

FROM: Chief, Review Staff  
626 C of C

EXTENSION  
3465

NO.  
DATE 28 June 1972

TO: (Officer designation, room number, and building)

DATE  
RECEIVED FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Control Div  
636 C of C

28 June 72 RRT

By note to D/Pers on 16 June the DDS advised that the ExDir had approved such action.

STATINTL

2.

3. DD/Pers/P&C  
626 C of C

6/28 Jm

Chief, Review Staff

4.

5. Director of Personnel  
5 E 56 Hqs

1972 Pp

3-5 See memo and discussion yesterday we believe a rather low key approach is indicated. This would get a little better coverage beyond just promotion actions Jm

6.

7. DD/Pers/P&C  
626 C of C

5 JUL 1972 7/5 Jm

8.

C/Review Staff

Jm

9.

C/CP

10.

11.

Dec - please file Jm

12.

13.

14.

15.

5-I assume you do not want to cite the appropriate Reg? POK

7-Approved with changes. POK-

8-9 Bob, For your action, note D/Pers wants to include Reg reference Jm